



District School Board of Niagara invites applications for the following position:

**Secondary School Secretary
(half-time position)
St. Catharines Collegiate Secondary School (St. Catharines)**

The successful applicant to this position will provide half-time administrative support in the office, maintaining professionalism and confidentiality. The function of this position is to perform a variety of administrative, clerical and word processing duties in a secondary school setting with a focus on reception, attendance and general office duties.

This vacancy is in the Reception and Attendance capacities of the school office, with the role serving as backup for Guidance. The work involves working extensively with computer software programs to support school attendance, correspondence, newsletters, invitations, programmes and academic reporting. The clerical operations are varied and require attention to detail particularly when they concern student attendance. Applicants are required to deal with telephone and counter enquiries from teachers, students, and members of the community in a positive and professional manner. Demonstrated proficiency and experience must include: ability to efficiently use Microsoft Word, student data base management (Trillium) as well as other electronic systems used by the Board and a general knowledge of office procedures and school programs. A knowledge of Excel, Desktop Publishing (or similar software) is also required, as well as proficiency with SynerVoice. The successful applicant must also be able to serve as backup for Guidance and also for the Administrative Secretary, and have demonstrated skill and ability in maintaining organization in a busy office.

Applicants must have Grade 12 education (a minimum one-year College diploma in Office Administration is preferred), including or supplemented by courses in word processing (min. 60 words per minute). Applicants must have the equivalent of ten (10) working months of clerical/secretarial experience in a school or DSBN clerical setting within the past two (2) years, which demonstrates proficiency in the functions described above. Provision of a satisfactory Police Clearance including vulnerable sector screening (an original copy dated in the last 6 months may be acceptable) is a condition of employment.

This is a half-time unionized position within the DSBN's Office, Clerical, Technical and Instructional Support employee group which includes a competitive wage and a comprehensive benefits package.

Application Deadline: 4:00 pm on April 8, 2020

**To apply, please email a cover letter and resume to: careers@dsbn.org
Please use "St. Catharines Collegiate - Secretary Vacancy" as your e-mail subject line.**

The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of our region. We encourage submissions from candidates who represent the various dimensions of diversity. We will make interview and employment accommodations during the selection process, based on any of the human rights protected grounds. Please notify us in advance and we will work with you to meet your needs. Applicants are thanked for making known their interest in working for the District School Board of Niagara. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.